

Report for Week Ending 6 November 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 33 actions requiring the printing of 263,520 copies or sets of blank forms. This represents an increase of 14 actions and an increase of 64,420 copies compared to last week,
- (2) Eleven new and 5 revised forms were approved.

b. Intangible

- (1) Tests were concluded on ~~tests~~ the ink on Form No. 1200, titled, "Biographic Profile" to be used on Electronic Tabulating Machine. These tests have been conducted over a two week period and the ink seems to be working perfectly.

We are now awaiting a supply of ink from New York in order that the printing of this form may be accomplished within the facilities of the Agency.

- (2) On November 1, 1957 the Office of Logistics placed a requirement on this Branch to design, have printed and delivered 3 new forms by November 4. The reason for the urgency of these forms was due to a last minute decision by them to incorporate these forms in a film they are casting to depict supply operations of unattached stations overseas. The job was completed and in their hands by 4:00 P.M., November 4, with many thanks from them for our fine cooperation in handling this requirement.
- (3) Reviewed and recommended improvements in R240-250 and N240-250-1, Domestic Cover, with 3 new forms, requested by SSA/Publ.
- (4) Reviewed and suggested improvements in NEA Admin. Instr. 4-63, Records Management. Standard Project and [] Files. Data was passed on to [] and [] is now considering our suggestions..

2. Assignments - Active

- (1) Twelve new and 10 revised forms are pending.
- (2) Two Employee Suggestions are being evaluated.

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3. News

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- a. [] from the Supply Division, Office of Logistics, is presently gathering information from our records to assist the Supply Division in making an **accurate** estimate of the quantity of forms to be ordered for the balance of the Fiscal Year 1958-1959.

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- b. [] of this Branch is now back on the job after completing the 4 weeks IOC training.

- c. NSA is about ready to adopt the Common Information Report Format. They are now considering use of the format and construction of CIA Forms 1b and 1c (9 record copies combined with an offset master) modified to show the NSA heading and distribution data. Other constructions (dual ditto-offset master and the carbon interleaved offset master sets) were discussed with []

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News



by []

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